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WESTERN HEMISPHERE (WH) AREA DIVISION NOTES

Organizational Structure

1. The Chief of the Intelligence Staff is responsible for both requirements and reports and exercises technical supervision and guidance over the Reports Officers located in the various branches. In some of the branches Reports Officers process only positive reports, while in others, they process both positive and GE reports. Also in some of the branches, Reports Officers are used for both operations and reports duties.

2. The SO Deputy, the Chief of Intelligence Staff, Branch Chiefs and all Reports Officers interviewed, stated most definitely that the Branch Chiefs should be held responsible for both operations and reports and therefore Reports personnel should be assigned to the branches. In this connection it was pointed out that in order for Reports Officers to properly analyze and evaluate reports, they must be familiar with certain phases of the operations, including the agent's background, capabilities, etc. It was also indicated that if Branch Chiefs are familiar with the quality of reports received from field stations they are in a better position to help judge the performance of the Station Chiefs.

Personnel

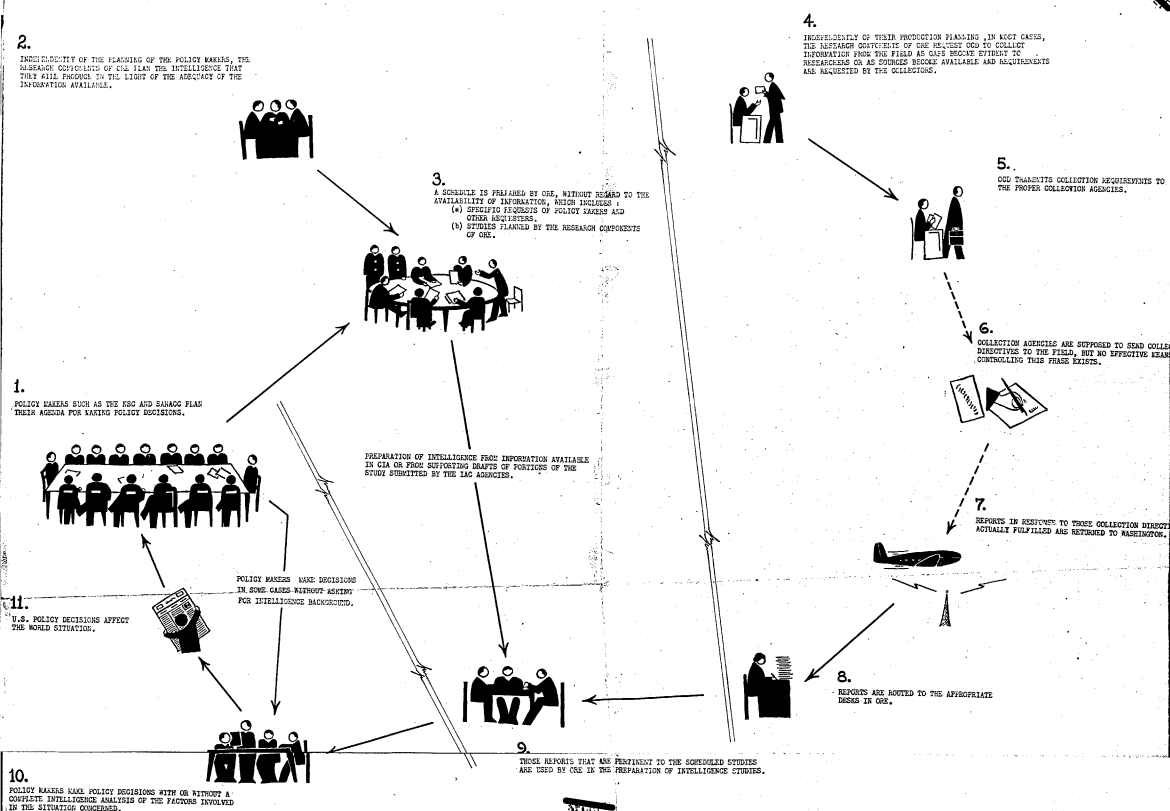
1. This division has an up-to-date and accurate T/O. In fact, the personnel officer made available during the survey a copy of the T/O reflecting the names and assignments of all personnel performing reports duties. This was most unusual since in a majority of the divisions the T/O's are obsolete. No additional positions are required for reports work. However, it was indicated that priority action is needed to fill existing vacancies. Also a 10 per cent over-strength to provide for the recruitment of personnel as replacements due to maternity leave, etc. would be most helpful. At the time of this survey there were no back-logs of Reports to be edited or typed. The SO Deputy pointed out, however, that even though additional positions are not needed for reports work, operations work is sometimes delayed because of the volume of reports. This could indicate the need for additional operations personnel.

2. It was indicated during the survey that one additional Reports Officer position had been informally approved for the Special Projects Branch, however, it had not been authorized on the present T/O.

3. All personnel interviewed were of the opinion that typists for reports positions should be recruited from non-college graduates where possible.

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Present Relation Between Intelligence Production and The Formulation of National Policy



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Procedures

1. Pouches are received in the Division mail room and after the manifest is checked the dispatches are forwarded to the branch concerned for logging and routing to the Reports and/or Operations Officers concerned. One copy of the abstract file slip, with date of receipt in WH Division stamped thereon, is filed by station number in the Division mail room. Because of the fact that the file boxes containing the abstract file slips require considerable storage space, consideration is being given to the use of log sheets in the Division mail room instead of the Forms 35-31. Abstract file slips are also being used for logging reports in one of the Branches, however, it was the consensus of the Reports personnel that standardized log sheets should be designed for use in logging reports instead of the individually designed log sheets or abstract file slips.

2. Personality and subject card files are being maintained for use by Reports Officers. These cards are typed by both Reports Officers and clerical personnel. It was the considered opinion of all Reports Officers interviewed that these files are absolutely necessary in order to properly process reports.

3. It was indicated that approximately 90 per cent of the raw reports are re-prepared in draft form prior to the typing of the multilith mats. After the rough drafts of reports are typed by the Reports Officers in the branches and properly coordinated, they are forwarded, with the raw reports, to the Chief of the Intelligence Staff. The secretary to the Chief of the Intelligence Staff obtains SO or SODB numbers from RC, checks the format, grammar, etc., after which they are reviewed by the Chief of the Intelligence Staff for content. The drafts are then returned to the branch concerned for typing the multilith mats. After the mats have been typed, they are checked by the Reports Officer concerned, coordinated if necessary, logged out, and then forwarded to the Chief of the Intelligence Staff for logging and release to RC for reproduction. In connection with this process, it is believed that the multilith mats should be typed by typists assigned to the Office of the Chief of the Intelligence Staff instead of having to return the drafts to the branches for the preparation of same. It was the consensus of the Branch Chiefs that this would not only simplify the procedure but also conserve time, effort and equipment.

General Notes Including Comments Received

1. Because of the physical location of the WH Division in Quarters I, considerable time is required for messenger service, necessary liaison, etc. with other organizational elements of CIA.

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2. It was indicated that it would be most helpful if AO would conduct training courses and/or periodic group meetings for the Reports Officers assigned to the various divisions for the purpose of discussing mutual problems and exchanging ideas.

3. Minor translation problems are being encountered in this division, especially in connection with the Portuguese language. Since the translation of complete documents by FDD requires a considerable length of time, FDD is not being utilized to any great extent.

4. Reports Officers are devoting about 10 per cent to 25 per cent of their time to maintaining logs, carding, filing, etc. A majority of these clerical duties could and should be performed by clerical personnel. It was indicated that a position of "Carder Analyst" was formerly authorized to perform carding, etc. However, it was eliminated because these duties were alleged to have been a duplication of RI functions.

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62